

## HR Assistant

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Anglo-American University announces a search for part-time position of HR Assistant.

### **General Description:**

HR Assistant is responsible for providing mainly administrative support to HR department and reports to Director of HR.

### **Responsibilities:**

- Provide administrative support to the HR team in a variety of tasks;
- Processing regular updates of the organizational structure and maintaining the HR section of the intranet;
- Preparing reports related to HR agenda;
- Participate in the organization of staff events.

### **Profile:**

- Secondary Education / Bachelor's degree;
- Proficiency in English and Czech language;
- Attention to detail, responsibility and reliability;
- Strong PC skills - MS Excel;
- Excellent interpersonal, written and oral communication skills;
- High standards of ethics and confidentiality to handle sensitive information.

### **We offer:**

- Part time job 15 - 20 hours per a week (employment contract or DPČ).

Interested candidates should send their CV and a cover letter to [lucie.kacovska@aauni.edu](mailto:lucie.kacovska@aauni.edu) by **January 24, 2024**. The **review of the applications will start after January 24, 2024** and will continue until the position is filled. It is expected that the selected candidate will assume the position **immediately or by agreement**.

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